



**CITY OF CARLSBAD
APPLICATION REQUIREMENTS FOR:**

ADMINISTRATIVE PERMIT

An administrative permit may be approved as an administrative act by the Planning Director.

A proposed project requiring that multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring that only one application be filed must be submitted prior to 4:00 p.m.

The following materials shall be submitted for each application or for combined applications on a single project.

I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)

A. SITE PLAN – Four (4) copies prepared on 24" x 36" sheet(s). The site plan shall include the following information:

1. GENERAL INFORMATION

- ☐ a. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- ☐ b. Location, size and use of all easements.
- ☐ c. Dimensions and locations of: access (pedestrian and vehicular), service areas and points of ingress and egress, off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stops.
- ☐ d. Distance between buildings and/or structures.
- ☐ e. Building setbacks (front, rear and sides).
- ☐ f. Location, height and materials of walls and fences.
- ☐ g. Location of freestanding signs.
- ☐ i. A summary table of the following:
 - ☐ (1) Site acreage.
 - ☐ (2) Existing Zone and General Plan Land Use Designation.
 - ☐ (3) Proposed land use.
 - ☐ (4) Total building coverage.
 - ☐ (5) Building square footage.
 - ☐ (6) Percent of site to be landscaped.
 - ☐ (7) Number of parking spaces required/provided.
 - ☐ (8) Square Footage of open or recreational space (if applicable).

B. BUILDING ELEVATIONS AND FLOOR PLANS – Four (4) copies prepared on 24" x 36" sheets. The building and floor plans shall include the following:

1. GENERAL INFORMATION

- ☐ a. Location and size of storage areas.
- ☐ b. All buildings, structures, wall and/or fences, signs and exterior lights.

II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

- ☐ A. A completed Land Use Review Application Form.
- ☐ B. Disclosure Statement.
- ☐ C. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).

- ☐
- E. Property Owners List and Addressed Labels

NOTE: WHEN THE APPLICATION IS TENTATIVELY SCHEDULED TO BE HEARD BY THE DECISION MAKING BODY, THE PROJECT PLANNER WILL CONTACT THE APPLICANT AND ADVISE HIM TO SUBMIT THE **RADIUS MAP, TWO SETS OF THE PROPERTY OWNERS LIST AND LABELS.** THE APPLICANT SHALL BE REQUIRED TO SIGN A STATEMENT CERTIFYING THAT THE INFORMATION PROVIDED REPRESENTS THE LATEST EQUALIZED ASSESSMENT ROLLS FROM THE SAN DIEGO COUNTY ASSESSOR'S OFFICE. THE PROJECT WILL NOT GO FORWARD UNTIL THIS INFORMATION IS RECEIVED.

1. A typewritten list of the names and addresses of all property owners within a 300 foot radius of the subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.
2. **Mailing Labels** - two (2) separate sets of mailing labels of the property owners within a 300 foot radius of the subject property. For any address other than a single-family residence, an apartment or suite number must be included. **DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY**. Acceptable fonts are: Arial 11 pt, Arial Rounded MT Bold 9 pt, Courier 14 pt, Courier New 11 pt, and MS Line Draw 11 pt. Sample labels are as follows:

ACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave., Apt #3
Carlsbad, CA 92008

ACCEPTABLE (with APN)

209-060-34-00

MRS JANE SMITH
APT 3
123 MAGNOLIA AVE
CARLSBAD CA 92008

- ### 3. 300 Foot Radius Map

A map to scale not less than 1" = 200' showing each lot within a 300 foot radius of the exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the Planning Director if the required scale is impractical.